## AACPS eCoach

## *Empowering One Teacher at a Time*



2010-2011

***“*** *In the 21st century, students must be fully engaged. This requires the use of technology tools and resources, involvement with interesting and relevant projects, and learning environments—including online environments—that are supportive and safe.... In the 21st century, educators must be given and be prepared to use technology tools; they must be collaborators in learning—constantly seeking knowledge and acquiring new skills along with their students.* ***”— Arne Duncan, U.S. Secretary of Education****,* ***March 3, 2010***

Office of Instructional Technology

Carver Center

Anne Arundel County Public Schools

410-222-1693

**Program Description:**

Welcome to the eCoach Program.

* eCoaches serve as the school's contact with the Office of Instructional Technology and maintain open communication with their assigned Resource Teacher.
* eCoaches provide onsite support for teachers as it relates to the school improvement plan.
* eCoaches provide curriculum connections and foster school –based sharing of best practices for effective technology integration. Parent or community outreach is provided by the eCoach.

Professional Development opportunities include **two mandated In-service Days** with the Resource Teachers and a possible full day session at the MICCA conference. eCoaches will participate in an online professional community through Blackboard. All activities by eCoaches will be recorded in a log that must be submitted to the assigned Resource Teacher twice a year.

**Table of Contents**

**Program Description……………………………………………… 2**

**Important Dates/In-service Dates/MICCA/Sub code 4**

**Role of eCoach and Support Technician 5-6**

**eCoach Look-Fors 7**

**Technology Integration-Is/IsNot……………………………….. 8**

**Maryland Teacher Technology Standards (MTTS) 9**

**Maryland Technology Standards for Students(MTLSS)…… 10**

**Instructional Technology Teacher Specialist Contact Information 11**

**eCoaches 2008-2009 12-14**

**Meeting Your Technology Needs………………………………. 15-21**

* **Refresh Software ……………………………………… 16**
* **Elementary Needs Assessment……………………… 17-19**
* **Middle School Needs Assessment…………………… 20-21**
* **MOI Form for Websites………………………………… 22**

**Community Outreach/Onsite/Professional Development Idea 23**

**Professional Development Checklist 24**

**eCoach Agenda and Sample 25-26**

**eCoach Log 27**

**Sign-in for Professional Development 28**

Important Dates

#### Subcode: will be sent through email and found in the announcement area in Blackboard.

|  |  |  |
| --- | --- | --- |
| **Mandatory**  **Fall In-service Day** | **Mandatory**  **Spring In-service Dates** | **Other Dates** |
| **October 12, 2010**  **Tuesday** | **April 4, 2011**  **(Monday)** | **MSET**-Limited Number of Participants  **April 12th or  April 13th,** |

**Required eCoach log due to assigned Resource Teacher:**

**January 28, 2011**

**June 1, 2011**

Role of the eCoach and the Support Technician

|  |  |
| --- | --- |
| **eCoach** | **Support Technician** |
| Software/Hardware | Software/Hardware |
| Provide peer assistance in the instructional use of software and hardware as they are integrated into teaching the curriculum. | Demonstrate and assist the staff with the use of software, hardware and the Internet |
| Install licensed software |
| Maintain an up to date inventory of all hardware and software within the building |
| Notify Help Desk of any software and hardware issues that require outside assistance |
| Professional Development | Professional Development |
| Attend training, through the eCoach program, in the use of new software and hardware | Attend monthly support technician meetings. |
| Actively participate in professional development (both online and face-to-face) outside of regular work hours *during the 2009-2010 school year.* This includes attending the regularly scheduled eCoach meetings and then disseminating information from meetings, in a timely fashion, to all staff members. |
| Attend one full day session of the MSET conference as funding allows. |
| School Responsibilities | School Responsibilities |
| Serve as the school's contact with the Office of Instructional Technology and maintain open communication with their assigned Resource Teacher Specialist. | Work with students, under the direction of the teacher in using the school’s technology equipment |
| Recognize the instructional needs of teachers as they relate to technology. Ensure that these needs are met on-site or through the Office of Instructional Technology. | Work with the school technology committee to establish procedures for using and scheduling technology facilities, and provide input on current and future needs whenever possible. |
| Please note change in hours for 2010-2011Provide Onsite Support, Professional Development (a minimum of 4 hours), and Community Outreach (a minimum of 1-2 hours).  * **Please refer to your Memo of Understanding** |  |
| Network | Network |
|  | Maintain effective operating environment, including back-ups, network security, maintenance logs and other relevant preventative maintenance of the technology equipment |
| Assist in building a model and imaging computers on the network |
| Install or assist in deploying computers on LAN and WAN |
| "Ghost" configurations to network and stand-alone computers |
| Customize Instructional Workstations to meet individual school needs |
| Troubleshooting | Troubleshooting |
|  | Perform troubleshooting on computers and peripheral devices including printers, scanners, internal cards, drivers, and network connections  Install peripheral devices on the network |
| Troubleshoot or assist with any tasks or problems escalated through Help Desk calls |
| Troubleshoot or assist with all network problem resolutions |
| Other |
| Perform other related technical tasks as requested by Technology Services. |
| Perform other technical duties or responsibilities as needed. |

eCoach Look-Fors

Below are some essential eCoach characteristics as identified by administrators:

* Credibility (trust and respect) with colleagues
* Strong work ethic
* Exemplary teacher with knowledge of curriculum
* Lifelong learner
* Dependable
* Makes connections between technology and instruction
* Infuses technology into his/her own instruction
* Enthusiastic
* Markets their role to the entire staff
* Patient
* Enjoys sharing with others

**Technology Integration**

|  |  |
| --- | --- |
| **IS**   * Content Related * Higher Order Thinking * Embedded in lesson or unit plan * Aligned with Voluntary State Curriculum * A tool for differentiating content delivery, process, and product * Using the Internet to gather information, creating a final product, and determining validity of sites * Supportive of student learning * A tool for leveling the playing field * Used throughout the writing process | IS NOT  * Playing a game * Typing the final draft * Using Internet sites or software without curriculum connections * To be used in isolation * Learning an application without a content-related purpose * Creating happy little pumpkin faces just because it is Halloween * A way to give the “low” students more drill and practice without providing them an equal time for creative, engaging activities * A reward for finishing before the others * A lesson generated or taught by a support technician * *I have 30 minutes what can we do…* |

**Examples of Effective Integration of Technology**

* Brainstorming, reflecting, organizing a BIG 6 plan using Kidspiration
* Viewing short media clips to generate discussion and grasp concepts
* Using emerging technologies such as the Document Camera, Smart Board, Senteo, etc.
* Using math tools to visualize probability with rolling dice or spinner
* Use of simulation software as a more effective method of reaching an outcome
* Using technology to produce products that showcase student learning
* Using the Internet with Problem-Based Learning Projects
* Communicating through the use of technology to connect with students and cultures around the world
* Using WIMBA (voice alternative application) with visually impaired students, Foreign Language, and ESOL students
* Accessing primary documents that would not otherwise be available
* Using Kidspiration or Inspiration to plan and organize a project or writing assignment. Follow-up by using technology throughout the writing process.

These are just a few examples

Maryland Technology Teacher Standards

|  |  |
| --- | --- |
| **Standards** | **Indicators** |
| 1. **Information Access. Evaluation, Processing and Application**   Access, evaluate, process and apply information efficiently and effectively. | 1. Identify, locate, retrieve and differentiate among a variety of electronic sources of information using technology.  2. Evaluate information critically and competently for a specific purpose.  3 Organize, categorize, and store information for efficient retrieval.  4. Apply information accurately in order to solve a problem. |
| 1. **Communication**   A.Use technology effectively and appropriately to interact electronically. | 1. Use telecommunications to collaborate with peers, parents, colleagues, administrators and/or experts in the field. |
| B.Use technology to communicate information in a variety of formats. | 1. Select appropriate technologies for a particular communication goal.  2. Use productivity tools to publish information.  3. Use multiple digital sources to communicate information online. |
| 1. **Legal, Social and Ethical Issues**   Demonstrate an understanding of the legal, social and ethical issues related to technology use. | 1. Identify ethical and legal issues using technology.  2. Analyze issues related to the uses of technology in educational settings.  3. Establish classroom policies and procedures that ensure compliance with copyright law, Fair Use guidelines, security, privacy and student online protection.  4. Use classroom procedures to manage an equitable, safe and healthy environment for students. |
| 1. **Assessment for Administration and Instruction**   Use technology to analyze problems and develop data-driven solutions for instructional and school improvement. | 1. Research and analyze data related to student and school performance.  2. Apply findings and solutions to establish instructional and school improvement goals.  3. Use appropriate technology to share results and solutions with others, such as parents and the larger component. |
| 1. Integrating Technology into the Curriculum   Design, implement and assess learning experiences that incorporate use of technology in a curriculum-related instructional activity to support understanding, inquiry, problem solving, communication and/or collaboration. | 1. Assess students’ learning/instructional needs to identify the appropriate technology for instruction.  2. Evaluate technology materials and media to determine their most appropriate instructional use.  3. Select and apply research-based practices for integrating technology into instruction.  4. Use appropriate instructional strategies for integrating technology into instruction.  5. Select and use appropriate technology to support content-specific student learning outcomes.  6. Develop an appropriate assessment for measuring student outcomes through the use of technology.  7. Manage a technology-enhanced environment to maximize student learning. |
| 1. Assistive Technology   Understand human, equity and developmental issues surrounding the use of assistive technology to enhance student learning performance and apply that understanding to practice. | 1. Identify and analyze assistive technology resources that accommodate individual student-learning needs.  2. Apply assistive technology to the instructional process and evaluate its impact on learners with diverse backgrounds, characteristics and abilities. |
| 1. Professional Growth   Develop professional practices that support continual learning and professional Growth in technology. | 1. Create a professional development plan that includes resources to support the use of technology in life long learning.  2. Use resources of professional organizations and groups that support the integration of technology into instruction.  3. Continually evaluate and reflect on professional practices and emerging technologies to support student learning.  4. Identify local, state and national standards and use them to improve teaching and learning. |

|  |
| --- |
| **Maryland Technology Literacy Standards for Students:** |
| Standard 1.0 – Technology Systems: Foundation in the use and understanding of technology |
| **Standard 2.0–Digital Citizenship**:  Students will demonstrate an understanding of the history of technology, its implications on society and practice ethical, legal, and responsible use of technology to assure safety. |
| Standard 3.0 – Technology for learning and Collaboration: Students will use a variety of technologies for learning and collaboration. |
| **Standard 4.0 – Technology for Communication and Expression**:  Students will use technology to communicate information and express ideas using various media formats. |
| Standard 5.0 – Technology for Information Use and Management: Students will use technology to locate, evaluate, gather, and organize information. |
| Standard 6.0 – Technology for Problem-solving and Decision-making: Students will use technology and develop strategies to solve problems and make informed decisions. |

The *Scope and Sequence for Grades PreK- 8* is available as a separate document.

10

**Office of Instructional Technology**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Debbie Ray (410) 222-1693  [dray@aacps.org](mailto:dray@aacps.org) Elementary | Stephanie Kelly (410) 222-1693  [mskelly@aacps.org](mailto:mskelly@aacps.org) Elementary | Jessica Raspa(410) 222-1693 [jraspa@aacps.org](mailto:sstiles@aacps.org) Middle/High Schools | Erin Senior(410) 222-1693 [esenior@aacps.org](mailto:esenior@aacps.org) Middle/High Schools | **Val Emrich**  (410) 222-1693 [vemrich@aacps.org](mailto:vemrich@aacps.org) |
| Arnold  Belvedere  Bodkin  Broadneck  Brock Bridge  Cape St. Claire  Central  Crofton  Crofton Meadows  Crofton Woods  Davidsonville  Edgewater  Four Seasons  Ft. Smallwood  Glen Burnie Park  Hebron-Harmon  Jacobsville  Jessup  Lake Shore  Manor View  Marley  Maryland City  Mayo  Meade Heights  Nantucket  Odenton  Pasadena  Pershing Hill  Piney Orchard  Richard Henry Lee  Ridgeway  Rippling Woods  Severn  South Shore  Southgate  Van Bokkelen  Waugh Chapel  West Meade Windsor Farm **Special Centers:**  Central Special  Marley Glen  Ruth Eason | Annapolis  Belle Grove  Benfield  Brooklyn Park  Deale  Eastport  Ferndale  Folger McKinsey  Freetown  George Cromwell  Georgetown East  Germantown  Glendale  High Point  Hillsmere  Hilltop  Jones  Linthicum  Lothian  Millersville  Mills Parole  North Glen  Oak Hill  Oakwood  Overlook  Park  Point Pleasant  Quarterfield  Riviera Beach  Rolling Knolls  Seven Oaks  Severna Park  Shady Side  Shipley’s Choice  Solley  Sunset  Tracey’s  Tyler Heights  West Annapolis  Woodside | Annapolis Middle Bates Middle  MacArthur Middle  Old Mill Middle North  Severna Park Middle  Southern Middle  **High Schools**  Annapolis High  Arundel High  Broadneck High  Chesapeake High  Glen Burnie High  Meade High  North County High  Northeast High  Old Mill High  Severna Park High  South River High  Southern High  CAT-North  CAT-South  Mary E. Moss | Arundel Middle  Brooklyn Park Middle  Central Middle  Chesapeake Bay Middle  Corkran Middle  Crofton Middle  George Fox Middle  Lindale Middle  Old Mill Middle South  Magothy River  Marley Middle  Meade Middle  Severn River Middle  J. Albert Adams Academy  Phoenix Annapolis | Instructional Technology Manager |
| Erin Senior (410) 222-1693  [esenior@aacps.org](mailto:esenior@aacps.org) | **John Hruska**  (410) 222-1693  [jhruska@aacps.org](mailto:jhruska@aacps.org) |
| Online Campus  Distance Learning | Discovery Education Administrator  Blackboard Administrator  Emerging Technologies  Software Applications |

Help Desk-410-222-5135 or email [Help-Desk@aacps.org](mailto:Help-Desk@aacps.org) 11

|  |  |  |
| --- | --- | --- |
|  | **Number of Schools** | **Number of eCoaches** |
| **Elementary** | 76/78 | 76 |
| **Middle School** | 19/19 | 27 |
| **K-12 Schools** | 5 | 1 |

| **eCoach Participants 2010-2011** | | |
| --- | --- | --- |
| **Name of School** | **First Name** | **Last Name** |
| Annapolis Elementary | Kelly | Herold |
| Arnold Elementary | Nicole | Onal |
| Belle Grove Elementary |  |  |
| Belvedere Elementary | Michael | Phelan |
| Benfield Elementary | Gina | Fisher |
| Bodkin Elementary | Kim | Pellar |
| Broadneck Elementary | Sarah | Vermillion |
| Brock Bridge Elementary | Carley | Offer |
| Brooklyn Park Elementary | Jessica | Oliva |
| Cape St. Claire | Dana | DiGiorgio |
| Central Elementary | Patricia | Cunningham |
| Crofton Elementary | Christiane | Ford |
| Crofton Meadows Elementary | Gary | Mills |
| Crofton Woods Elementary | Sara | Kyser |
| Davidsonville Elementary | Jennifer | Betten\* |
| Deale Elementary | Nancy | Nolan\*\* |
| Eastport Elementary | Kristen | Blundell |
| Edgewater Elementary | Kate | Bumgarner |
| Ferndale Early Childhood Center | Nancy | May |
| Folger McKinsey Elementary | Jessica | Quigley |
| Fort Smallwood Elementary |  |  |
| Four Seasons Elementary | Linda | Battaglia |
| Freetown Elementary | Vera | Doster |
| George Cromwell Elementary | Lori | Runk\* |
| Georgetown East | Andrea | Karlin\* |
| Germantown Elementary | Blair | Hanauer |
| Glen Burnie Park Elementary | Gina | Lenhart\* |
| Glendale Elementary | Janet | Angyelof\* |
| HebronHarman Elementary | Tiffany | Thompson\* |
| High Point Elementary | Jan | Wise |
| Hillsmere Elementary | Andrea | Byrne |
| Hilltop Elementary | Tricia | Page |
| Jacobsville Elementary | Jennifer | Harrah |
| Jessup Elementary | Stephanie | Kolakowski\* |
| Jones Elementary | Kerri | Lambert |
| Lake Shore Elementary | Christine | Cheesman |
| Linthicum Elementary | Kathryn | Williams |
| Lothian Elementary | Tammy | Phelps\* |
| Manor View Elementary | Jennifer | Brown |
| Marley Elementary | Harriet | Malamut |
| Maryland City Elementary | Robin | Smith |
| Mayo Elementary | Suzanne | Poleski |
| Meade Heights | Andrea | Graziano |
| Millersville Elementary | Emily | Minnigerode\*\* |
| Mills Parole | Stacey | Scofield |
| Nantucket Elementary | Kate | Bieryla |
| North Glen Elementary | Patricia | Garrity |
| Oak Hill Elementary | Tamara | Kingsland\* |
| Oakwood Elementary | Jamie | Chestnut |
| Odenton Elementary | Sandra | Muir\*\* |
| Overlook Elementary | Michelle | Magee |
| Park Elementary | Theresa | Shay |
| Pasadena Elementary | Jonathan | Carpenter\* |
| Pershing Hill Elementary | Christine | Hare |
| Piney Orchard | Jennifer | Schnepp\* |
| Point Pleasant Elementary | Linda | Trader |
| Quarterfield Elementary | Alyssa | Wiles\* |
| Richard Henry Lee Elementary | Kim | Wilcox |
| Ridgeway Elementary | Kathie | Cronin\* |
| Rippling Woods Elementary | Wes | Emlet |
| Riviera Beach Elementary | Christopher | Graulich |
| Rolling Knolls | Kathryn | Ventrudo |
| Seven Oaks | Heather | Huckestein |
| Severn Elementary | Alfred | Lucarelli |
| Severna Park Elementary | Laurie | Levitt |
| Shady Side Elementary | Nathaniel | Witmer\* |
| Shipley's Choice Elementary |  |  |
| Solley Elementary | Michael | Schemmel |
| South Shore Elementary | Hilary | Jump |
| Southgate Elementary | Elizabeth | Crooks\* |
| Sunset Elementary | Nancy | Flythe |
| Tracey's Elementary | Leslie | Curtin |
| Tyler Heights Elementary | Krystle | Gerhold\* |
| Van Bokkelen | Christina | Lassalle |
| Waugh Chapel Elementary | Julie | Maine |
| West Annapolis Elementary | Regina | Riley |
| West Meade Elementary | Karen | Striley |
| Windsor Farm Elementary | Jeanne | Olsen\* |
| Woodside Elementary | Kris | Hanks |
| **\*New eCoaches**  **\*\*Former eCoaches Returning to Position this year**  **Middle Schools** | | |
| Annapolis Middle | Amanda | Cerny |
| Arundel Middle | Patricia | Matheny |
| Arundel Middle | Zack | Jones\* |
| Wiley J.Bates Middle | Jean | Metlton-Koch |
| Brooklyn Park Middle | Betsy | Whetstone\* |
| Central Middle | Dot | Arida\* |
| Central Middle | Michaelene | McDonald\* |
| Chesapeake Bay Middle | Deanna | Jackson Stalnaker\* |
| Chesapeake Bay Middle | Melissa | Mauk\*\* |
| Corkran Middle | Pamela | Fowler |
| Corkran Middle | Judy | Lane |
| Crofton Middle | Ty | Bosnjak\* |
| Crofton Middle | Steven | Onken |
| George Fox Middle | Tully | Fenner |
| Lindale Middle | Scott | Edwards |
| MacArthur Middle | Scott | Goldberg\* |
| MacArthur Middle | Andrea | Sporre\* |
| Magothy Middle | Shelly | Wilcox |
| Marley Middle | Rachel | Fitzgerald |
| Meade Middle | Ira | Stancil\* |
| Old Mill Middle North | Jessica | Padgett |
| Old Mill Middle South | Tim | Swann |
| Severn River Middle | Shannon | Moran |
| Severna Park Middle | Virginia | Clements |
| Severna Park Middle | Lori | Fowler\* |
| Severna Park Middle | Kathleen | Brennan\* |
| Southern Middle | William | Tegen |
| **Other Educational Centers** | | |
| Central Special | Marijoel | Anspach |
| James Albert Academy |  |  |
| Marley Glen/Ruth Eason |  |  |
| Phoenix Annapolis | Marijoel | Anspach |

Meeting Your Technology Needs:

In order to find out what your staff may need in terms of professional development, you may want to distribute a survey. The next page reflects software that is on the AACPS Refresh Computers.

The following documents are also available electronically in the Main eCoach Blackboard Community Workshop Folder.

* Elementary
* Middle School

Or

We are also able to provide a link to have the survey completed through Survey Monkey. Please contact Debbie Ray, [dray@aacps.org](mailto:dray@aacps.org), if you would like to use this link.

15

16

Refresh Software 8-3-2010

**Software versions**

|  |  |  |
| --- | --- | --- |
| **Elementary School** | **Middle School** | **High School** |
| * Windows XPSP3 * AppleWorks Ver 6.2.2 * Fitness Gram 8.4 (Network) * Google Earth 5.1.7894.7252 * Google SketchUp 7.1.6860 * Graphers * Image Blender Ver 2.51 * Inspiration 7.61 * Internet Explorer 8 * Kidspiration * Kid Pix 4.1 * Microsoft Office 2007 SP2   + Access   + Excel   + Power Point   + Publisher   + Word   + Front Page   + Movie Maker   + Microsoft Photo Story 3 * Microsoft Expression Web 3 * Type to Learn 3.2n (Network) * Type to Learn Jr. 1.10 (Network) * SMART Notebook 10.6.94.0 * Smart Response 2.5.39.0 | * Windows XPSP3 * AppleWorks Ver 6.2.2 * Cabri Geometry 1.0 * Fitness Gram 8.4 (Network) * Google Earth 5. 1.7894.7252 * Google SketchUp 7. 1.6860 * Kurzweil 3000 10.04 * Image Blender Ver 2.51 * Inspiration Ver 7.61 * Internet Explorer 8 * Math Tools 1.5 * Microsoft Office 2007 SP2   + Access   + Excel   + Power Point   + Publisher   + Word   + FrontPage   + Movie Maker   + Microsoft Photo Story 3 * Microsoft Expression Web 3 * Timeliner Ver 5.0 * Type to Learn 3.2n (Network) * SMART Notebook 10.6.94.0 * Smart Response 2.5.39.0 | * Windows XPSP3 * Arcview GIS 3.2A * Cabri Geometry 1.0 * Chemland 6.0 * Fathom 1.16 * Fitness Gram 8.4 (Network) * Google Earth 5. 1.7894.7252 * Google SketchUp 7. 1.6860 * Inspiration Ver 7.61 * Internet Explorer 8 * Kurzweil 3000 10.04 * Microsoft Office 2007 SP2   + Access   + Excel   + Power Point   + Publisher   + Word   + FrontPage   + Movie Maker   + Microsoft Photo Story 3 * Microsoft Expression Web 3 * Riverdeep Logal Express Web * SMART Notebook 10.6.94.0 * Smart Response 2.5.39.0 |

Inspiration 7.61 Ser# 0435L1245B7671 Image Blender ser#11HD-162-2142 Kidspiration ser# K2730F0264D1541

Plugins-Acrobat Reader 9.3.2, Quicktime 7.6.6, Flash 10.0.45.2, Shockwave 11.5.6.606, Java Runtime 6.0 Update 20, ExamView Player 6.2; Windows Media Player 11.0, Real Alternative Player 2.0.2

**School Name**

**Meeting Your Technology Needs**

**Elementary**

**Please fill out this easy to use Technology survey to help decide which staff development opportunities will be offered to meet your school's technology needs. Return to by .**

**(Use a check to indicate level)**

| **Prioritize**  **(1-17)** | | **Name of Application or Software and Description**  **\*MTTS II. B.** *Communication-Use technology to communicate information in a variety of formats.*  **\*MTTS: V**. *Integrating Technology into the Curriculum and Instruction* | | **Introductory level**  **Never taken a class or may have taken classes before but have not used program since** | | **Intermediate level**  **Have taken classes before and have used the program** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Kidspiration- (PreK-5)** Concept mapping software to categorize and group ideas, express and organize thoughts and comprehend and communicate ideas. Learn to add audio and hyperlinks to direct student learning*.( MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression; MTLSS-5.0 Technology for Information Use and Management)* | |  | |  | |
|  | | **Inspiration – (3-12)** Designed for brainstorming, creating graphic organizers, and other visual mapping activities. Can be used with the whole class, groups, partners, or individuals. Learn to add audio and hyperlinks to direct student learning. (*MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression; MTLSS-5.0 Technology for Information Use and Management)* | |  | |  | |
|  | | **Story Book Weaver-(PreK-5)** Encourages writing in all content areas and includes backgrounds and clipart that are easily added to written work. *(MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Microsoft Publisher (PreK-12) –**Teacher or student tool for creating brochures, newsletters, signs, flyers, banners, calendars and award certificates. *( MTLSS-3.0 Technology for Learning and* Collaboration; MTLSS-4.0 Technology for Communication and Expression) | |  | |  | |
|  | | **AppleWorks-(PreK-8)-** Easy to use word processor allows you to create letters, memos, reports with text with graphics from an extensive age appropriate clipart directory *( MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression)* | | TURN OVER FOR PAGE 2 | |  | |
|  | | **Graphers-(PreK-5)** Use simple pictorial data to create pictographs, circle graphs, grid plots, bar graphs, loops, (Venn plots), and line graphs*.(MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-5.0 Technology for Information Use and Management)* | |  | |  | |
|  | | **Appleworks/Clarisworks Draw (2-8) –** Easy to use draw program that can easily convert into a slide show format.  *( MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Appleworks/Clarisworks Paint (2-8) -** Easy to use Paint program that can be used in conjunction with the Draw program. Offers more capabilities than the Draw program. It is recommended that you take the Draw workshop before the Paint workshop.  *( MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Image Blender (PreK-8) –** Use for creative editing of images (cropping, changing colors, etc.) and creating quick slideshows to capture Science experiments, field trips and special moments. *( MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Power Point – (PreK-12)** Use this simple slide show format production software to create dynamic presentations for classes, parents, faculty, etc. with embedded audio and/or video.  *( MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **KidPix-(PreK-5)** Explore the many features such as the language tool and comment tool to create curriculum-related slideshows. Solve problems and make decisions while organizing and communicating information.  *( MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Appleworks/Clarisworks Spreadsheet (2-8**)– User-friendly spreadsheet program for teachers and students. Use the program to perform calculations. (MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-5.0 Technology for Information Use and Management) | |  | |  | |
|  | | **Appleworks/Clarisworks Database (PreK-8) –** User-friendly database program for teachers and students that helps organize information. *(MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-5.0 Technology for Information Use and Management)* | |  | |  | |
|  | | **Technology Connections (PreK-8) –**Explore AACPS technology connections developed for content areas**.** *(MTLSS 1-6)* | |  | |  | |
|  | | **One Computer in the Classroom (PreK-8)** – Ideas, management tips, and methods for using one computer in the classroom. *(MTLSS-1-6)* | |  | |  | |
|  | | **Using Electronic Resources effectively in Instruction-(PreK-12)**   * Learn to access resources on the Anne Arundel County Website and Blackboard (MTLSS-2.0 Digital Citizenship) * Incorporate the use of the Online Databases. (SIRS, Culture Grams, World Book, etc) (MTLSS-2.0 Digital Citizenship; MTLLS-3.0 Technology for Learning and Collaboration; MTLSS-5.0 Technology for Information Use and Management ) * Copyright and Fair Use-Information about copyright for teachers. (MTLSS-2.0 Digital Citzenship;MTLSS-5.0 Technology for Information Use and Management) | |  | |  | |
|  | | **Enchanted Learning Resource –** Explore this online resource to discover teacher and student instructional uses. | |  | |  | |
|  | | **Other:** | |  | |  | |

**School Name**

**Meeting Your Technology Needs**

**Middle**

**Please fill out this easy to use Technology survey to help decide which staff development opportunities will be offered to meet your school's technology needs. Return to by .**

**(Use a check to indicate level)**

| **Prioritize**  **(1 -7)** | | **Name of Application or Software and Description**  **\*MTTS II. B.** *Communication-Use technology to communicate information in a variety of formats.*  **\*MTTS: V**. *Integrating Technology into the Curriculum and Instruction* | | **Introductory level**  **Never taken a class or may have taken classes before but have not used program since** | | **Intermediate level**  **Have taken classes before and have used the program** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Inspiration –**Designed for brainstorming, creating graphic organizers, and other visual mapping activities. Can be used with the whole class, groups, partners, or individuals. Learn to add audio and hyperlinks to direct student learning. (*MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression; MTLSS-5.0 Technology for Information Use and Management)* | |  | |  | |
|  | | **Microsoft Publisher–**Teacher or student tool for creating brochures, newsletters, signs, flyers, banners, calendars and award certificates.*( MTLSS-3.0 Technology for Learning and* Collaboration; MTLSS-4.0 Technology for Communication and Expression) | |  | |  | |
|  | | **Image Blender–** Use for creative editing of images (cropping, changing colors, etc.) and creating quick slideshows to capture Science experiments, field trips and special moments. *( MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Power Point –**Use this simple slide show format production software to create dynamic presentations for classes, parents, faculty, etc. with embedded audio and/or video.  *( MTLSS-3.0 Technology for Learning and Collaboration; MTLSS-4.0 Technology for Communication and Expression)* | |  | |  | |
|  | | **Technology Connections –**Explore AACPS technology connections developed for content areas**.** *(MTLSS 1-6)* | |  | |  | |
|  | | **One Computer in the Classroom** – Ideas, management tips, and methods for using one computer in the classroom. *(MTLSS-1-6)* | |  | |  | |

**Turn over for Page 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prioritize**  **1-7** | **MTTS: III. Legal, Social and Ethical Issues**  **MTTS: V. Integrating Technology into the Curriculum** | **Introductory level**  **Never taken a class or may have taken classes before but have not used program since** | **Intermediate level Have taken classes before and have used the program** |
|  | **Using Electronic Resources effectively in Instruction-**   * Learn to access resources on the Anne Arundel County Website (MTLSS-2.0 Digital Citizenship) * Incorporate the use of the Online Databases. (SIRS, Culture Grams, World Book, etc) (MTLSS-2.0 Digital Citizenship; MTLLS-3.0 Technology for Learning and Collaboration; MTLSS-5.0 Technology for Information Use and Management ) * Copyright and Fair Use-Information about copyright for teachers. (MTLSS-2.0 Digital Citzenship;MTLSS-5.0 Technology for Information Use and Management) |  |  |
|  | **Other:** |  |  |

**\* Check Teach Institute, ERO or the Professional Workshop booklets for additional courses, such as:**

Smart Notebook

PBS TeacherLine Courses

Digital Storytelling

Movie Maker/PhotoStory 3

PowerPoint

Excel

Word 21

|  |  |  |  |
| --- | --- | --- | --- |
| INTERNET/WWW MATERIALS EVALUATION  **APPENDIX III** | | | |
| RECOMMENDED | NOT RECOMMENDED | | AACPS ID # |
| AUTHOR/WEBMASTER EMAIL | |  | |
| TITLE | |  | |
| URL | |  | |
| PUBLISHER/PRODUCER | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CRITERIA: (Mark applicable boxes with an X.) | | | | | | | | | | | | | Meets Criteria | | Does Not Meet Criteria | | | | Requires Instructional Alternative | | | | Not Applicable | |
| Supports curriculum objectives or addresses the needs of the student as a lifelong learner | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Reflects population diversity wherever applicable | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Considers equivalent access for users of assistive technology (applies to any commercial web-based intranet and Internet information and applications used by students – See Appendix IIIA) | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Reflects current copyright or production date | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Contains accurate content | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Contains vocabulary, sentence structure, and concepts appropriate for the intended audience and grade level (readability) | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Is well organized and contains appropriate aids (*e.g. index, glossary, guides*); user-friendly | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Reflects quality writing and/or production techniques (*layout, graphics, sound, etc*.) | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Is produced in format appropriate to content | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Portrays objectivity when appropriate | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Engages the student in active learning (feedback) | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Reflects credentials of author/producer if known | | | | | | | | | | | | |  | |  | | | |  | | | |  | |
| Multicultural Diversity Factors Represented: (Check all that apply) q Race q Ethnicity q African American q Asian American q Hispanic American q Native American q Region q Religion q Gender  q Language q Socioeconomic Status q Age q Persons with Disabilities q Other | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMENTS: ***Specify how the material supports, enhances, or extends instruction to achieve course objectives. (Sample language below)***   * Provides additional research resources. * Provides directed internet activity as it prompts students with questions about readings. * Student friendly factual information for all content areas. * Educational games, activities, worksheets and free appropriate online classes. | | | | | | | | | | | | | | | | | | | | | | | | |
| FINAL RECOMMENDATION | | | | | | | | Highly Recommended | | | Recommended | | | | | | Marginal | | | | Not Recommended | | | |
| GRADE LEVEL | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | | 8 | | 9 | | 10 | | | | 11 | | 12 | | Profes-  Sional |
| K-2 | | | | 3-5 | | | | | | 6-8 | | | | | | | | 9-12 | | | | | | |
| EVALUATION | | | | | | County Level  Instructional Technology | | | | | | | School Level-School Name | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| *Signatures* | | | | | | | | | | | | | | | | | | | | | | | | |
| *ADMINISTRATOR/DESIGNEE* | | | | | | | | | | | | | | | | | | | | | | | | |
| REVIEW DATE | | | | | | | | | | | | | | | | | | | | | | | | |

22

Community Outreach/Onsite Support and Professional Development Ideas

|  |  |  |
| --- | --- | --- |
| **Community Outreach (CO)** | Onsite Support **(OS)** | Professional Development(PD) |
| * Technology Showcase Evenings * Literature Night * Reading Skills * Mystery Night * MSA Night * Math Night   + Scott Foresman   + Math Websites   + Online Manipulatives * Online Databases * Electronic Resources * Homework Helpers-which could include the online databases, math websites, etc. * How to’s for parents   + Word   + PowerPoint   + Excel * School Website-Communications for parents-Websites (Math/Reading)   + Guest Access Using Blackboard   + Investigate using Teacher Web (cost)   + School Notes   + Blackboard * Help train volunteers for computer lab (especially primary) | * You may assist with Integrade Pro/PowerTeacher but you **may not** use as part of your eCoach hours * WebPages (10% of hours twice a year) * Making tech connections throughout the curriculum * Differentiating the application of Understanding Math/ Numeration Envision Math) * Individual assistance with Software/ hardware * Assist with the advanced use of email (Distribution lists, folders) | * Internet Safety/Digital Citizenship * Online Databases * Electronic Resources   + Navigating the Anne Arundel Homepage     - Virtual Tours     - Approved search engines * Tech Connections * Blackboard Portal * Emerging Technologies * Use of Camera * Management Tips in the lab * One Computer Classroom * Integration of Technology through the use of software, such as:   + Kidspiration/Inspiration   + Photo Story 3   + Image Blender   + Movie Maker * Using Word Processing to Enhance the **steps** of the Writing Process * **AACPS Intranet** to locate pacing guides and other resources * Discovery Streaming * Copyright Information * Thinkport/Thinkfinity * Gaggle Net (Free version) * Podcasting * Sound Elements of Software |

Professional Development Workshop Checklist eCoach as Instructor

Ongoing. Update Log. Submit twice a year. (January 28, 2011 and June 1, 2011)

Step 1. Identify in-service outcomes from needs survey. You may modify and create a survey for your staff. **Please submit to resource teacher for approval.**

Step 2. **Develop agenda and submit to resource teacher** **prior to in-service.** Be sure agenda includes: School Name, eCoach Name, Date, Time/Duration, and the Outcomes. See sample Agenda template.

Step 3. Create sign-in or use template for participants for the workshop. Include: Workshop Title; Instructor Name; Location/School Name; Date, Time of Workshop; Duration of Workshop; Printed Name, Participant Signature, and Administrator Signature. See sample Sign-in Template.

Step 4. **Create an evaluation for your in-service.** (Sample evaluations may be found in the Workshop 08 Folder in Blackboard)

Step 5 . **If your workshop is after school hours**, we are no longer able to pay you. T3 does not pick up this payment and we do not have funding through the grant.

Step 6. At the conclusion of the in-service: **Send Agenda, Sign-in, to the Attention of your Assigned Teacher Specialist.**

**Please note:**

(Electronic versions of these forms are located in the Workshop 2010 Folder in the eCoach Blackboard community.)

## eCoach Professional Development Agenda

Name of School:

Workshop Title:

eCoach name:

Date, Time/Duration:

**Brief Description of Activity:**

**Outcomes** *(These need to be a reflection of the survey given to the staff in the fall. State the Maryland Teacher Technology Standards. Please attach sign-in and any handouts used during the presentation)*

## [Gaggle.Net](http://gaggle.net/index.html)

## eCoach Professional Development Agenda

**Sunset Elementary**

# Workshop – Gaggle.net

Nancy P. Flythe

## Date: Wednesday, May 17, 2010 Time: 3:30-5:00 P.M.

**Brief Description of Activity:** The participants will be trained to become administrators, for their classroom, when using Gaggle.net.

**Outcomes**

**II. Communication**

**A**. **Use technology effectively and appropriately to interact electronically.**

II A1. Use telecommunications (E-mail) to collaborate with peers, parents, colleagues, administrators and/or experts in the field.

**B. Use technology to communicate information in a variety of formats.**

II. B1. Select appropriate technologies for a particular communication goal. (Ex. MS Publisher for a brochure, PPT for a presentation, etc.)

# Activities

3:30 – 3:45 **Welcome**

**Sign-In and Snack**

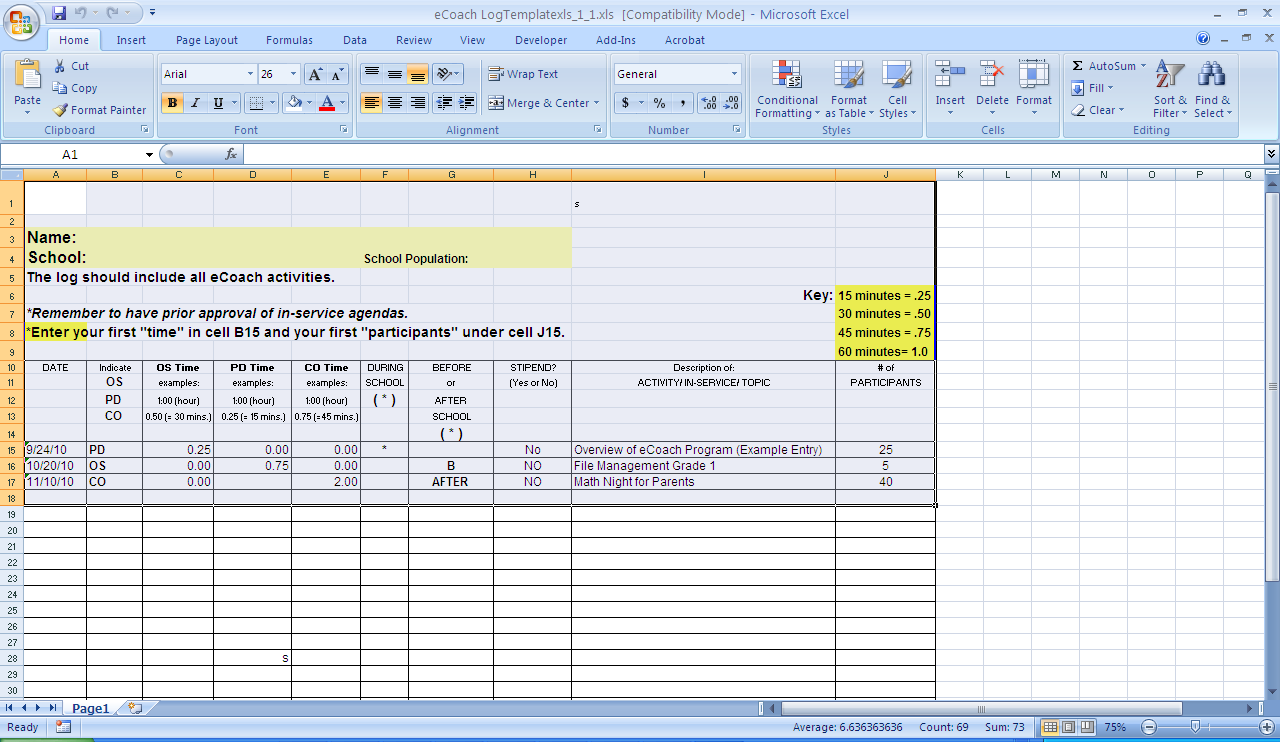
**AACPS Registration Form** (fill out to receive stipend)

3:45 – 4:55

* + - **What Is Gaggle.Net?**
    - **Why Gaggle.Net?**
    - **FAQ**
    - Create **User ID** and **Password**
    - **Product Tour and Test Drive**
    - **Becoming A Classroom Administrator in Gaggle.Net**
    - **How To Get Up Your Student Accounts**

4:55 – 5:00 **Evaluation Form**

26



Logs are available Word or Excel. Located in the Blackboard Community > Workshop Folder.

27

Workshop Title:

Instructor name:

Location (name of school):

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Print Name | Signature |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Available to download in eCoach Blackboard Community > Workshop Forms